

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

FC 2010-052971

01/13/2011

HONORABLE DOUGLAS GERLACH

CLERK OF THE COURT
M. Wilson
Deputy

IN RE THE MATTER OF
BRADLEY ROBERT ZEMAN

BRADLEY ROBERT ZEMAN
18715 N 79TH AVE
GLENDALE AZ 85308

AND

ARMANDA SUZANNE ZEMAN

ARMANDA SUZANNE ZEMAN
5253 W MAUNA LOA LN
GLENDALE AZ 85306

FAMILY COURT SERVICES-CCC

MINUTE ENTRY

Northeast Facility - Courtroom 104

3:40 p.m. This is the time set for Return Hearing on Respondent's Emergency Petition for Temporary Orders Re: Spousal Maintenance and Parenting Time filed December 22, 2010. Petitioner/Father, Bradley Robert Zeman, is present on his own behalf. Respondent/Mother, Armanda Suzanne Zeman, is present on her own behalf.

A record of the proceedings is made by audio and/or videotape in lieu of a court reporter.

Discussion is held with the Court regarding the status of this case.

LET THE RECORD REFLECT that Mother has provided to Father in open Court a copy of her Emergency Petition for Temporary Orders Re: Spousal Maintenance and Parenting Time filed December 22, 2010.

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LET THE RECORD FURTHER REFLECT that Father has provided to Mother in open Court a copy of his Motion for Temporary Orders for Child Custody filed December 17, 2010.

Further discussion is held with the Court.

On a temporary basis,

IT IS ORDERED that Mother shall have parenting time on alternating weekends from Friday after school until Sunday at 7:00 p.m. Father shall pick the children up from Mother's residence at the end of her parenting time. Mother's first weekend under this schedule shall commence January 21, 2011.

IT IS FURTHER ORDERED that Mother shall have parenting time each week on Mondays and Thursdays from after school until at least 7:30 p.m. when Father gets out of school. Father shall be responsible for picking the children up from Mother's residence sometime at or after 7:30 p.m. To accomplish what this Order intends, Father shall take no action or cause anyone else to take any action, such as scheduling activities for the children, that would result in Mother being unable to exercise this parenting time.

Further, in no circumstances shall either parent decide unilaterally that the other parent will not be permitted to exercise parenting time that this order permits.

Further discussion is held with the Court.

IT IS FURTHER ORDERED that at trial, the parties shall provide the Court with bank statements that show how much money was in the disputed account on November 3, 2010 and on August 26, 2010.

TRIAL SETTING ORDER

IT IS ORDERED:

1. A trial regarding the Petition for Dissolution of Marriage will take place as follows:

- a. **Date** – **May 4, 2011.**
- b. **Time** – **9:00 a.m.**
- c. **Location** – Maricopa County Superior Court
Northeast Regional Court Center

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18380 North 40th Street
Courtroom 104
Phoenix, Arizona 85032

2. YOU AND, IF APPLICABLE, YOUR ATTORNEY SHOULD **READ EVERYTHING THAT FOLLOWS WITH GREAT CARE**. FAILURE TO DO SO MAY LIMIT WHAT YOU WILL BE ALLOWED TO SAY AND WHAT EVIDENCE YOU WILL BE ALLOWED TO PRESENT AT THE TRIAL.

3. **Time Set Aside for You** – The Court has set aside two (2) hours for this trial. You will be allowed one-half of that time to present your case. Ariz. R. Fam. L. P. 77(C)(5). This includes your own testimony; testimony of other witnesses from whom you would like the Court to hear; cross examination of the other party and the other party's witnesses; objections to any of the other party's evidence; and any opening statement, closing argument, or other argument that you choose to make.

4. **Additional Time** – If you think additional time needs to be set aside, you must request it by filing a motion not later than 30 days before the trial date stated above. That request must include a reasonable explanation for the request **ALONG WITH** a list of each witness that you intend to have testify, a statement that describes what you expect each such witness to say, and an estimate of the amount of time you think will be necessary for that witness to testify. Because of the large number of cases assigned to this Division, it is very difficult to reschedule trials. Therefore, requests for additional time will be granted only in extraordinary circumstances.

5. **Postponements** – Requests to postpone (or continue) the trial are usually denied. If you think that a postponement is necessary, the request must be made by motion as far in advance of the trial as possible, and that motion must present very compelling reasons for the request.

The party who files such a motion shall disclose the existence of all previous trial postponements (or continuances) that have been granted by including a statement in the caption, immediately below the title of such motion that identifies it as the first, second, third, etc. requested extension, e.g., "MOTION TO CONTINUE TRIAL DATE (Second Request)".

Generally, merely stating in the motion that the other party and you are trying to reach a settlement, without any specifics about the subjects of disagreement and what has so far prevented agreements from being reached, will not be sufficient. Before filing such a motion, you should make a reasonable attempt to ask the other party (or that party's attorney, if there is one) whether that party agrees or disagrees about a postponement, and then state that party's

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position in the motion. Even if the other party does agree, the motion must still provide sufficient reasons for the request. Given the number of other cases assigned to this Division, it should be remembered that, if there are compelling reasons for postponing the trial, it likely cannot be rescheduled any sooner than 4-5 months after the day that the motion is submitted.

VERY IMPORTANT
What You Need to Do Before the Trial

1. **Disclosure** -- You must tell the other party, in writing, everything that you will ask the Court to consider when deciding your case. Disclosure includes the following:

a. **Witnesses** – You must prepare a list of the witnesses whom you will or may ask to testify on your behalf. The list must include the name, address (if known), and telephone number (if known) of each witness and a reasonable description about what you expect that witness to say. The list must be sent or delivered to the other party and to the Court at least 30 days before the trial date listed above. At the end of the list, you must certify the manner in which you provided the list to the other party. The two most common methods are mail or by having someone personally deliver them to the other party.

b. **Exhibits** – Anything in writing or that can be copied onto paper (such as e-mails, text messages, and photographs) that you will want the Court to consider requires you to do the following: (i) prepare a list of each such item, (ii) copy each such item, and (iii) provide a copy of the list and a copy of each item on the list to the other party at least 15 days before the trial date listed above. At the end of the list, you must certify the manner in which you provided the list and copies of everything listed to the other party.

In addition, a complete set of those exhibits must be delivered to the Clerk of this Division at least 7 days before the trial date listed above so that the Clerk can assign the “official” numbers to those exhibits. If you do not do so, then each of your exhibits will have to be assigned its official number as the trial progresses. That will take time, and the time spent doing that will come out of the time allocated to you: should that happen, then you will have less time to present your case than you will have if you submit your exhibits to the Clerk by the 7-day deadline.

c. **Affidavit of Financial Information** – At least 15 days before the trial date listed above, you must file with the Court an Affidavit of Financial Information. In addition, at the same time, you must provide a copy of that Affidavit and all attachments specified in the Affidavit to the other party. The form to be used can be found at:

<http://www.superiorcourt.maricopa.gov/sscDocs/pdf/drosc13f.pdf>.

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d. **Expert Witnesses** – Expert witnesses are generally people with specialized training, education, or expertise, such as psychologists or accountants. If you intend to have an expert witness testify on your behalf, the following procedure will apply:

i. You must provide the name of the expert witness and the subject matter of his/her testimony to the other party not later than 7 calendar days after you decide to have that expert testify on your behalf, and in no event, not less than 45 days before the scheduled trial date.

ii. At the trial, direct examination of the expert witness will not be allowed. Instead, you must submit the expert's direct examination either in the form of a declaration or a report. That declaration or report must be provided to the other party and to the Court at least 30 days before the trial date listed above.

iii. Failure to comply with these disclosure requirements regarding experts will almost certainly mean that such expert testimony will not be allowed.

iv. These requirements regarding expert witnesses will not apply to court-appointed parenting coordinators, court-appointed advisers, and other court-appointees who submit written reports to the Court and the parties in advance of the trial. You will be permitted to have that person testify as you would any other witness, so long as you have included that person on your list of witnesses. Whether or not you ask that person to testify on your behalf, if you want the Court to consider any report that person wrote, you must include it on your list of exhibits.

2. **Discovery** – All discovery (for example, interrogatories, requests for documents, and depositions) must be completed at least 20 days before the trial date listed above.

a. For interrogatories and document requests, “completed” means that you must send them to the other party so that the responses will be due at least 20 days before the trial date. Generally, that will mean that the deadline for you to send interrogatories and document requests to the other party will be 65 days before the trial date.

b. Any deposition transcripts, interrogatory answers, or written responses to document requests that you want the Court to consider should be listed on your list of exhibits.

c. You must comply with any reasonable request from the other party for written consents or releases that will allow the other party to obtain records and other documents that the Court may need to consider, including records from a bank or other financial institution where

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you have an account, a company including present and past employers, or health care providers including medical professionals who have treated you.

- i. A party making such a request must have a reasonable basis for doing so and may not use this requirement as an opportunity to conduct a fishing expedition in the hope that something useful may turn up.
- ii. At the time such as a request is made, the party making the request must also provide written assurance that describes the steps that will be taken so that the requested records or documents are kept confidential.
- iii. If a party acts unreasonably, either when making such a request or when responding to it, in a way that forces the other party to incur any expense that could have been avoided, the party who acts unreasonably may be required to reimburse that expense.

3. Pretrial Memorandum (Mandatory) – At least 7 days before the trial date listed above, you must provide the Court with a Pretrial Memorandum. That Memorandum should specify in detail what you want the Court to do and explain why that is reasonable. At a minimum, the Memorandum should include at least the following sections:

a. A **summary** of the issues for which you want rulings from the Court (such as custody, child support, parenting time or visitation, division of property, division of debts, spousal maintenance, and so forth).

b. If there is a disagreement about **child support**, your memorandum should state the amount that you think is reasonable and describe how you calculated that amount. For this requirement, the attachment of a completed Arizona Child Support Worksheet to the memorandum will be sufficient. The Arizona Child Support Guidelines can be obtained at:
<http://www.supreme.state.az.us/dr/childsup/CSG2004.pdf>.

In addition, if either party claims that previously ordered child support has not been paid in full, then your memorandum should state the amount, if any, that you think is owed and show what has been paid and when. Simply stating that a certain amount is unpaid or that a certain amount has been paid will not be sufficient: dates that payments were due and amounts of payments that either were paid or should have been paid on those dates must be provided.

c. If there is a disagreement about **custody** (for example, one party wants sole custody and the other wants joint custody), your memorandum should discuss each factor listed

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in A.R.S. § 25-403(A) that you think is relevant and why you think that factor supports your position. A list of the factors in A.R.S. § 25-403(A) can be found at:
<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/25/00403.htm&Title=25&DocType=ARS>.

d. If there is a disagreement about **spousal maintenance**, your memorandum should discuss each factor listed in A.R.S. § 25-319 that you think is relevant and why you think that factor supports your position. The factors in A.R.S. § 25-319 can be found at:
<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/25/00319.htm&Title=25&DocType=ARS>.

Note: This requirement applies even if you think that no spousal maintenance should be allowed. In that event, your memorandum must explain why the factors listed in A.R.S. § 25-319 that are relevant to your case support the conclusion that spousal maintenance should not be awarded.

e. If there is a disagreement about **parenting time**, your memorandum should include the specific, detailed parenting plan that you want the Court to adopt. Forms for parenting time can be found on the Internet, and the completion and attachment of such a form to your memorandum will be sufficient.

f. If there is disagreement about the **division of any property**, your memorandum should identify each such item of property, state how you want it to be divided, and explain why that makes sense.

g. If there is disagreement about the **division of any debts**, your memorandum should identify each such item of debt (by stating the name of the creditor, the amount owed, and the reason the debt was incurred), state how you want it to be divided, and explain why that makes sense.

h. Your memorandum should include your final list of witnesses.

i. Your memorandum should include your final list of exhibits.

CRITICAL NOTE TO PARTIES: If there is any issue about which you want the Court to make a ruling, and you fail to identify it in your Pretrial Memorandum, or if you fail to submit a Pretrial Memorandum altogether, unless you have a very compelling excuse for that failure, you may be deemed to have waived that issue. In short, **the submission of a comprehensive Pretrial Memorandum is a requirement** and not a suggestion.

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NOTE TO ATTORNEYS: This Division is eliminating the practice of asking for a Joint Pretrial Statement. In its place will be the separate Pretrial Memorandum described above. If you want the Court to give careful, reasoned thought to the positions that you will be urging on your client's behalf, it is important that you meet the 7-day deadline. Submitting the memorandum on the day of trial will in most cases be the equivalent of not submitting any memorandum at all because there will not be sufficient time to read and think about what is said in the memorandum. That said, if both sides are represented by attorneys who think that it would be beneficial to work collaboratively on the submission of a Joint Pretrial Statement, that will be acceptable so long as that Joint Pretrial Statement is timely submitted and it complies substantively with the requirements listed above.

4. **Attorney's Fees** – Arizona law does not allow an award of attorney's fees to any party who represents himself or herself, even when that party is an attorney. *See e.g., Hunt Inv. Co. v. Eliot*, 154 Ariz. 357, 362, 742 P.2d 858, 863 (App. 1987). If an attorney wishes to request an award of fees on behalf of a client, the request should be noted in a single sentence in the Pretrial Memorandum and made formally in a Post-trial Memorandum that cites the legal authority on which the request is based and provides a short statement that lists any facts relevant to the request. The Post-trial Memorandum requesting fees should not exceed three pages. No *China Doll* affidavit should be submitted unless and until the Court requests it.

5. **Parental Education Program** – If you and the other party have a natural or adopted minor child in common who is under the age of 18, then, if you have not done so already, at least 7 days before the trial date listed above, you must file with the Court proof that you have complied with the Parental Education Program requirements of A.R.S. § 25-351 and following.

**What Happens When
A Party Does Not Comply with These Requirements**

If you do not appear for the trial on the date and at the time stated above, or if you do not comply with one or more of the requirements listed above, and you cannot provide a reasonable excuse for doing so, the Court may penalize you in one or more ways. Penalties may include a refusal to allow you to present certain evidence, a financial penalty, or a trial that proceeds as if you have consented to what the other party has requested (i.e., proceeding by default). *See Ariz. Rs. Fam. L. P. 71(A); Maricopa Cty. Sup. Ct. R. 6.2(e).*

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**Finally,
A Few Suggestions**

In addition to complying with the requirements listed above, the presentation of your case probably will be much more effective if you do the following (but, these are only suggestions):

1. Bring a complete, separate set of exhibits to the trial for the Judge. That way, he can look at them as they come up, and perhaps even ask questions about them to help him understand why they matter.

2. If any of your exhibits contain more than three pages, and those pages do not have page numbers on them, then without blocking out any relevant information, write in page numbers before you make the copies that you deliver to the Clerk and send to the other party. If possible, place those page numbers at or near the bottom right corner or the top right corner of each page. That way, during the trial, it will become much easier for witnesses, the other party, and the Judge to find a specific page within a multi-page exhibit.

3. For any multi-page exhibit, consider preparing a summary exhibit that goes along with it. See Ariz. R. Evid. 1006. A summary exhibit is just that: it summarizes the key information that you want the Court to understand that is scattered throughout the multi-page exhibit. For example, a summary exhibit may be useful in helping to explain a series of financial records, such as various debts or a series of deposits and withdrawals. A summary exhibit could be a timeline that makes it easier to understand a series of e-mails between the parties. A summary exhibit also could be a calendar that shows on what days or how often something did or did not happen. The possibilities are almost limitless.

4. Remember that any decision the Court must make will be based on the law and the facts proven by the evidence and not on the basis of which party is better at name-calling.

Summary of Important Deadlines

Last day to identify **witnesses** – 30 days before the trial date.

Last day to identify and provide copies of **exhibits** – 15 days before the trial date.

Last day to deliver exhibits to the Court's Clerk – 7 days before the trial date.

Last day to file **Affidavit of Financial Information** (and provide copy to the other party) – 15 days before the trial date.

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Last day to provide copy of **expert witness** reports or declarations to the Court and the other party – 45 days before the trial date.

Last day to **complete discovery** – 20 days before the trial date.

Last day to file **Pretrial Memorandum** (and provide copy to the other party) – 7 days before the trial date.

Last day to file proof of completion of **Parental Education Program** – 7 days before the trial date.

LET THE RECORD REFLECT the courtroom clerk has updated Respondent's address in iCIS as reflected on the Updated Address Information form filed this date.

4:37 p.m. Matter concludes.

IT IS FURTHER ORDERED signing this minute entry as a formal Order of this Court pursuant to Rule 81, Arizona Rules of Family Law Procedure.

/ s / HONORABLE DOUGLAS GERLACH

JUDGE OF THE SUPERIOR COURT

All parties representing themselves must keep the Court updated with address changes. A form may be downloaded at: <http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter>.